

PROJECT OBJECTIVES, GOALS, AND IMPLEMENTATION (POGI)
FY 2019 CONGRESS-BUNDESTAG YOUTH EXCHANGE ENHANCEMENT
PROGRAM

Funding Opportunity Number: SFOP0005677

Office of Citizen Exchanges - Youth Programs Division

The POGI guidelines apply specifically to the Notice of Funding Opportunity (NOFO) issued by the Office of Citizen Exchanges/Youth Programs Division for the FY 2019 Congress-Bundestag Youth Exchange (CBYX) Enhancement Program. Proposals must conform to the NOFO, the Guidelines stated in this document, and the standard Proposal Submission Instructions (PSI). Applications not adhering to the conditions set forth herein may be deemed technically ineligible.

These guidelines are specific to the program mentioned above and are IN ADDITION TO the Standard Guidelines outlined in the PSI. If there is a perceived disparity between the standard and program specific Guidelines and the program information supplied in the accompanying NOFO, the NOFO is to be the dominant reference.

In a cooperative agreement, the Office of Citizen Exchanges' Youth Programs Division is substantially involved in program activities above and beyond routine monitoring.

The Office of Citizen Exchanges' Youth Programs Division's activities and responsibilities for this program are as follows:

1. Provide advice and assistance in the execution of all program components.
2. Provide guidance on the themes that will be the focus of workshops and conferences.
3. Approve internal timelines for project activities.
4. Provide guidance and approval regarding selection of notable alumni for participation in conferences or symposia.
5. Provide input for and final approval of workshop and conference agendas, including invited guests, speakers, and interlocutors.
6. Facilitate interaction within the U.S. Department of State, to include ECA, the regional bureau, and overseas U.S. missions, as needed.
7. Approve promotional materials and calendars of activities.
8. Monitor and evaluate the program, through regular communication with the award recipient and routine site visits.
9. Work closely with award recipient and provide feedback periodically throughout the grant period to identify areas of improvement.

I. STATEMENT OF WORK

The primary goal of this component is to provide enhancement programming for German CBYX participants, including approximately 285 secondary school participants and 75 young

professional participants. These participants will already be on program in the United States, placed with host families and educational institutions in communities across the United States.

The recipient will design and administer a series of Washington, D.C.-based workshops to provide German CBYX participants with an immersion experience in critically important aspects of civic and political life. Themes that may be covered include but are not limited to citizen empowerment, volunteerism and community action, the role of the media in the United States, the U.S. election process, federalism, free speech and debate, modern American politics and foreign policy, and U.S.-Germany relations.

Each participant should have the opportunity to visit and substantially engage with Congress, ideally with the DC offices of the congressional representatives of their American hosts. The workshops should be planned to take place during the academic year 2020-2021. The workshops should be a minimum of three to four days in duration. Separate workshops should be provided for the secondary school and the young professionals participants; in the case of the secondary school participants, each workshop should be designed to facilitate the interaction of participants who have been placed in homes and communities throughout the United States by several different youth exchange host organizations. Workshops should incorporate elements that foster a sense of shared identity, networking, and dialogue among participants.

Note: The Bureau reserves the right to revise the allocation of funding and number of awards based upon the quality of submissions and the availability of funds. The Bureau reserves the right to reduce, revise, or increase proposed project configurations, budgets, and participant numbers in accordance with the program's needs and availability of funds.

II. PROGRAM SPECIFIC GUIDELINES

The responsibilities of the award recipient organization(s) are as follows for each proposed workshop:

1. Design, plan, and implement a series of Washington, DC-based civic education workshops for 285 secondary school German CBYX participants and/or 75 German CBYX young professional participants. These workshops should take place during the 2020-2021 academic year. Pending successful performance and the availability of funds, ECA intends similar activities to continue in academic years 2021-2022 and 2022-2023. The applicant may choose to divide the approximately participants into smaller groups (e.g., 50 to 100) according to logistical requirements. The secondary school participants and the young professional participants should be placed in separate programs.
2. Coordinate workshop logistics, including providing round-trip travel from host communities to Washington, D.C. (in collaboration with the nonprofit organizations who place CBYX participants in their host communities, referred to as host organizations, a list of those organizations is found at exchanges.state.gov/cbyx), local ground transportation including airport transfers, accommodations and meals, meeting rooms and facilities. Participants will be expected to cover only their personal expenses.

3. Develop and execute a communications strategy to provide participants and their host organizations and families with essential program information prior to activities. Participating host organizations are identified at exchanges.state.gov/cbyx.
4. Develop substantive workshop content and activities, including arranging for addresses by and dialogues with speakers representing relevant organizations/institutions. Workshops should be designed to reach beyond the actual workshop participants (provide a multiplier impact) through activities conducted during the workshops, follow-on, and other activities. Organizations may consider including the participation of American or German CBYX alumni to enhance the workshop participant experience.
5. Arrange a visit to the U.S. Congress, ideally while Congress is in session; this may include a meeting between each student and the office of a member of Congress (Senator or Representative) for his/her host state or district, if time allows, or an appropriate group representational event. Coordinate with the ECA program office to ensure that students are adequately prepared to present themselves as representatives of a U.S. Department of State program.
6. Provide appropriately trained workshop staff. Note that all staff, chaperones, volunteers or others in direct personal contact with high school students must be vetted through a criminal background check and receive training, in accordance with the Secondary School Student Exchange Visitor Program regulations (22 CFR 62.25(d)(1)).
7. Provide emergency services during the workshop, as needed. Note that participants are covered by medical benefits through their host organizations.
8. Develop an evaluation plan that assesses the impact of the workshop.
9. Provide timely progress, financial, and program reports to ECA.
10. Provide fiscal management of all accounting and contractual relations.

PROPOSAL CONTENTS

Applicants should submit a complete and thorough proposal describing the program in a convincing and comprehensive manner. Because there is no opportunity for applicants to meet with reviewing officials, the proposal should respond to the criteria set forth in the solicitation and other guidelines as clearly as possible.

Proposals should address succinctly, but completely, the elements described below and must follow all format requirements.

NOTE: Proposals submitted through Grants.gov may only be submitted in the following formats:

- Microsoft Word
- Microsoft Excel
- Adobe Portable Document Format (PDF)
- ASCII Text
- Joint Photographic Experts Group (JPEG images)

Proposals should include the following items. All documents should be appropriately and clearly titled.

Online Forms

- SF-424, “Application for Federal Assistance”
- SF-424A, Budget Information – Non-Construction Programs
- SF-424B, “Assurances – Non-Construction Programs,” if applicable.

See applicability guidance below:

- If the applicant organization registered in SAM.gov after February 2, 2018: no SF-424B needed (the organization certified as part of its SAM.gov registration).
 - If the applicant organization renewed its annual SAM.gov registration between February 2, 2019 and the date it responds to the solicitation: no SF-424B needed (the organization certified as part of its SAM.gov renewal).
 - If the applicant organization has an active SAM.gov registration but has not renewed its registration since February 2, 2019: the SF-424B is required.
 - Include other attachments, if applicable, such as indirect agreements, form 990, SF-LLL, etc.
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Program Narrative

Executive Summary (One page)

In one double-spaced page, provide the following information about the project:

1. Name of organization/participating institutions
2. Beginning and ending dates of the program
3. Proposed theme
4. Nature of activity
5. Funding level requested from the Bureau, total program cost, total cost-sharing from applicant and other sources
6. Scope and Goals
 - a. Number and description of participants
 - b. Wider audience benefiting from program (overall impact)
 - c. Geographic diversity of program, both U.S. and overseas
 - d. Fields covered
 - e. Anticipated results (short and long-term)

Narrative

In twenty (20) double-spaced, single-sided pages, provide a detailed description of the project addressing the areas listed below.

1. Vision (statement of need, objectives, goals, benefits)
2. Participating Organizations
3. Program Activities
4. Program Evaluation

5. Follow-on
6. Project Management
7. Work Plan/Time Frame

Additional Information to be Submitted:

- A budget overview in this format:

Base Year	ECA Base Year	Cost Sharing Base Year	Total Base Year
PROGRAM COSTS			
Program Costs Per Participant			
ADMINISTRATIVE COSTS			
Administrative Costs Per Participant			
TOTAL COSTS			
Total Costs Per Participant			

Non-Competitive Continuation (NCC) 1	ECA NCC 1	Cost Sharing NCC 1	Total NCC 1
PROGRAM COSTS			
Program Costs Per Participant			
ADMINISTRATIVE COSTS			
Administrative Costs Per Participant			
TOTAL COSTS			
Total Costs Per Participant			

Non-Competitive Continuation (NCC) 2	ECA NCC 2	Cost Sharing NCC 2	Total NCC 2
PROGRAM COSTS			
Program Costs Per Participant			
ADMINISTRATIVE COSTS			
Administrative Costs Per Participant			
TOTAL COSTS			
Total Costs Per Participant			

Total Award	ECA Total	Cost Sharing Total	Total
PROGRAM COSTS			
Program Costs Per Participant			
ADMINISTRATIVE COSTS			
Administrative Costs Per Participant			
TOTAL COSTS			
Total Costs Per Participant			

- Detailed Budget, which must include:
 - o Domestic travel for staff and participants including airfare; airline baggage and seat fees; visas; transit costs; ground transportation costs. Please note that all air travel must be in compliance with the Fly America Act.
 - o Proportionate staff salaries and benefits based on time spent on program Stipends and honoraria for non-salaried staff and volunteers. Honoraria rates should not exceed \$250 per day per session.
 - o Other administrative costs.

- Per Diem: Organizations should use the published Federal per diem rates to provide lodging and meals. ECA requests applicants to budget realistic costs that reflect the local economy and do not exceed Federal per diem rates.
- Reasonable Accommodations: Organizations should budget for the reasonable accommodations of participating individuals with disabilities. Proposals may allocate up to 5-7% of the total requested ECA award funds for this purpose.
- Workshop materials and related activities Program materials (including an explanation of how materials will be used).
- Promotional materials, including social media and website development and maintenance. Proposals must offer examples and provide substantive justification, explaining how the funds will advance marketing needs specific to the programs.
- Sub-award costs and Sub-contracts should be itemized in the budget.
- Room/facilities rental: The rental of meeting space should not exceed \$250 per day per activity. Any rates that exceed this amount should be cost shared.
- Wire Transfer Fees: When necessary, applicants may include costs to transfer funds to foreign-based partner organizations. Award recipients are urged to research applicable taxes that may be imposed on these transfers by host governments.
- Other costs necessary to the implementation of the program.
- A detailed budget narrative that explains costs for each line in the detailed budget.
- The Bureau reserves the right to reduce, revise, or increase proposal budgets in accordance with the needs of the program and the availability of funds.
- Calendar of activities/itinerary, if applicable
- Letters of endorsement
- Resumes and CVs (no resume should exceed two pages.)
- A copy of any executed agreements and-contracts (such as subaward agreements) between the applicant and other organization(s), the agreement should detail the division of responsibilities and proposed costs.
- First Time Applicant Attachments, if applicable.

Please note: All applicants for ECA federal assistance awards must include in their application the names of directors and/or senior executives (current officers, trustees, and key employees, regardless of amount of compensation). In fulfilling this requirement, applicants must submit information in one of the following ways:

- Those who file Internal Revenue Service Form 990, "Return of Organization Exempt From Income Tax," must include a copy of relevant portions of this form.
- Those who do not file IRS Form 990 must submit information above in the format of their choice.

As part of final program reporting requirements, award recipients will also be required to submit a one-page document, derived from their program reports, listing and describing their grant activities. For award recipients, the names of directors and/or senior executives (current officers, trustees, and key employees), as well as the

one- page description of grant activities, will be transmitted by the State Department to OMB, along with other information required by the Federal Funding Accountability and Transparency Act (FFATA), and will be made available to the public by the Office of Management and Budget on its USASpending.gov website as part of ECA's FFATA reporting requirements.

APPLICATION SUBMISSION

The NOFO indicates the date the complete proposal is due and the manner in which proposals must be submitted. There are NO EXCEPTIONS to this deadline. For further information regarding this program or the competition, contact Elizabeth Latham, CBYX Program Officer in the Office of Citizen Exchanges Youth Programs Division at (202) 632-3338 or LathamEJ@state.gov.